

FOR OFFICE USE ONLY
PERMIT # _____
DATE ISSUED _____
ISSUED BY _____

# SIGN PERMIT APPLICATION

**BUILDING DEPARTMENT**

1355 SOUTHFIELD RD. LINCOLN PARK, MI 48146  
PH: (313) 386-1800 | FAX: 313-386-0490

**SIGN LOCATION**

PROPERTY ADDRESS	BUSINESS NAME	ZONING DISTRICT
------------------	---------------	-----------------

**PROPERTY OWNER**

NAME			ADDRESS		
CITY	STATE	ZIP CODE	PHONE	EMAIL	

Attached written consent of property owner or lessee of property where sign will be erected, if different than applicant.

**SIGN CONTRACTOR / ERECTOR**

NAME / BUSINESS NAME			ADDRESS		
CITY	STATE	ZIP CODE	PHONE	EMAIL	
INSURANCE CARRIER NAME		POLICY NUMBER		EXPIRATION DATE	

Attached copy of Liability Insurance Certificate

**SIGN INFORMATION**

Type of Sign	<i>Permanent</i>			<i>Temporary</i>
	<input type="checkbox"/> Pole	<input type="checkbox"/> Window / Door	<input type="checkbox"/> Projecting	<input type="checkbox"/> Banner
	<input type="checkbox"/> Monument	<input type="checkbox"/> Marquee	<input type="checkbox"/> Canopy	<input type="checkbox"/> A-Frame
	<input type="checkbox"/> Entranceway	<input type="checkbox"/> Awning	<input type="checkbox"/> Billboard	<input type="checkbox"/> Yard (rigid-frame)
	<input type="checkbox"/> Wall			
Sign dimensions	Horizontal (ft.)		Vertical (ft.)	Area (sq. ft.)
Height (from grade)				
Setback(s)				
Business frontage (lineal feet)				
Illumination	<input type="checkbox"/> no	<input type="checkbox"/> yes	<i>If yes, an electrical permit is required</i>	
Sign Material				
Method of attachment				
Total existing signage for business				

**SIGN PLANS AND DETAILS (attached) – 2 COPIES**

- |                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Plans, specifications, method of construction, and method of attachment showing dimensions, materials, construction details (including loads, stresses, and anchorage). |
| <input type="checkbox"/> Side elevations of all sign faces.                                                                                                                                      |
| <input type="checkbox"/> Stress sheets and calculations (if requested by Building Official).                                                                                                     |

**SITE PLAN (attached)**

- |                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Scaled site plan showing the location of the building, structure, or lot to which the sign will be attached or erected; the position of the sign in relation to nearby buildings, structures, and property right-of-way lines; and the type and location of all other signs on the property. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*The undersigned certifies that all sign construction shall be in conformance with all applicable state and local construction and zoning codes.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_